

THE CIRCUIT EXECUTIVE'S OFFICE

The Circuit Executive's Office performs both circuit-wide functions and administrative duties related to the operation of the Court of Appeals. On the circuit level, the Office handles building and space management, alternative dispute resolution programs, Circuit Historical Society and Judicial Council activities, the Circuit Judicial Conference, and special events. In addition, the Office handles a variety of administrative responsibilities for the Court of Appeals, particularly in the areas of automation support, budget oversight, and financial planning. The functions performed by the Circuit Executive's Office that most impact the bar include:

Automation Operations

In addition to providing all automation support services to Court of Appeals judges and staff, the Court's Automation Team maintains the Court's automated public access systems. These systems provide bar members and the public with on-line access to essential court information, including information from the Court's docketing systems, Court rules and procedures, calendars, forms and other Court documents. Currently, the Automation Team maintains three public access systems: an electronic bulletin board (ABBS), a telephone voice inquiry system (AVIS), and an Internet site (at www.cadc.uscourts.gov).

Alternative Dispute Resolution

The Circuit Executive's Office operates both the Appellate Mediation Program and the District Court's Alternative Dispute Resolution Program. Both programs rely on a cadre of volunteer attorneys who are selected and trained by the courts to serve as mediators.

The Appellate Mediation Program has been in operation since 1987. Currently, 43 distinguished members of the bar serve as mediators for the program on a *pro bono* basis. All appellate cases are carefully screened for their appropriateness for mediation by the Clerk's Office Legal Division, working in consultation with the Circuit Executive's Office ADR staff. Attorneys can specifically request that a case be referred for mediation, and such requests are usually honored. Throughout the mediation process, ADR staff work closely with the mediators and attorneys whose cases have been ordered into mediation.

Both the selection process and the ensuing mediation process are strictly confidential. Judges are not advised that a case has been referred to mediation, and no information about the parties' discussions or the status of the negotiations is revealed. Mediation referrals do not interfere with normal briefing and oral argument schedules.

Courthouse Construction and Maintenance

As part of its building and space management responsibilities, the Circuit Executive's Office oversees major Courthouse construction projects and ensures that the common areas and building systems in the Courthouse are maintained and function properly. This responsibility covers both the interior space and building grounds. Staff work closely with GSA and the U.S. Marshal's Service to ensure that building safety and security services are enhanced, and that an adequate level of services is provided. In addition, arrangements are made for special services designed to make the Courthouse a more accessible, user-friendly public building including, for instance, the renovation and operation of the cafeteria, installation of an ATM machine and baby changing stations, and implementation of a nighttime escort service to and from METRO.

Circuit Judicial Conference

Biennially, the D.C. Circuit sponsors a two-day conference for members of the bench and bar. The conference provides an opportunity for judges, attorneys who practice before the courts, and other members of the legal community to discuss issues related to the administration of justice. Approximately 300 attorneys are invited to attend the conference. A committee of judges and attorneys develops the Conference program and another bench-bar committee makes membership decisions. The Circuit Executive's Office assists with conference planning and handles all logistical arrangements.

PRINCIPAL STAFF

Linda Ferren, Circuit Executive

Jill Sayenga, Deputy Circuit Executive

Nancy Stanley, Director, Alternative Dispute Resolution Programs

Jerry Misko, Assistant Circuit Executive for Space and Facilities

Steve Arnett, Assistant Circuit Executive for Automation

Steve Kaplan, Deputy Assistant Circuit Executive for Automation

THE CLERK'S OFFICE

The Clerk's Office, which includes the former Office of the Chief Staff Counsel, is responsible for managing the caseload of the Court, processing all case-related documents, maintaining Court records, and serving as central legal staff to the Court of Appeals. Most importantly, the Clerk's Office serves as the Court's liaison with attorneys, litigants, and the general public. It also provides statistical, financial, personnel, property, procurement, and internal mail services to the Court. In addition, the Clerk is responsible for processing complaints of judicial misconduct or disability and provides administrative support to the Court's Special Division for the Appointment of Independent Counsels. Currently, the Clerk's Office employs 42 persons, including 14 full-time attorneys and 2 part-time attorneys.

After a major reorganization in 1995, the Clerk's Office was divided into three divisions: Administrative, Operations, and Legal. The Administrative Division is responsible for such support functions as courtroom services, records management (maintaining case files and briefs), procurement, facility management, financial administration (including processing Criminal Justice Act vouchers), and mail services.

The Operations Division handles all case processing functions such as reviewing pleadings and briefs for compliance with the rules and filing and docketing these submissions. Additionally, the Operations Division is responsible for scheduling the Court's oral argument calendar, attorney admissions, and issuance of opinions, judgments, and orders. While staff in the Operations Division are available during regular business hours to answer inquiries, the Court's electronic bulletin board ("ABBS"), automated voice information system ("AVIS"), and Internet site, all provide access to up-to-date docket information, opinions, and forms. Additionally, the Internet site provides useful information on practice and procedures in this Circuit.

The Legal Division, formerly the Office of the Chief Staff Counsel, has three primary areas of responsibility: making recommendations and preparing disposition in contested motions and emergency matters, screening and classifying new appeals, and making recommendations in Circuit Rule 34(j) cases. The Legal Division also screens cases for appropriateness for inclusion in the Appellate Mediation Program, and assists with the management of complex and other multi-party, multi-issue cases.

PRINCIPAL STAFF

Mark Langer, Clerk of Court
Martha Tomich, Director of the Legal Division
Marilyn Sargent, Chief Deputy Clerk
Mark Butler, Special Counsel to the Clerk
Gail Reizenstein Haven, Assistant Director of the Legal Division
Linda Jones, Operations Supervisor
Michael Castillo, Administrative Supervisor
Robert Bonner, Legal Coordinator
Cheri Carter, Calendar Clerk

THE JUDGES' LIBRARY

The Judges' Library's public reading room on the third floor of the Courthouse is open to all members of the Court of Appeals and the District Court Bar, as well as to pro se litigants. In addition, because it is a Congressionally designated U.S. Government Depository Library, it is open to anyone who wishes to consult its government documents. Books will be brought to patrons by the library staff from 8:30 a.m. to 4:30 p.m., Monday through Friday.

Records and Briefs of the U.S. Court of Appeals dating back to 1893 are available for copying in the Judges' Library. Among other hard-to-find volumes, the Judges' Library maintains a complete set of the Federal Register from its inception and a complete set of the Code of Federal Regulations. All legislative material, *i.e.*, House and Senate Reports, Hearings, Committee Prints and Bills, as well as the entire Congressional Record and its predecessor volumes, are on file either in hard copy or in microform. Unlike most federal court libraries, the Judges' Library also has a small collection of state and local material dating from its time as the highest local court.

PRINCIPAL STAFF

Nancy Padgett, Circuit Librarian
Theresa Santella, Deputy Circuit Librarian.